

ABERDEEN PROVING GROUND



DISABLED VETERANS' ACCOMPLISHMENT REPORT, FISCAL YEAR 2003 AND AFFIRMATIVE ACTION PLAN, FISCAL YEAR 2004-2008

Disabled Veterans Affirmative Action Program (DVAAP)

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DEPARTMENT OF THE ARMY
U.S. ARMY GARRISON, ABERDEEN PROVING GROUND
2201 ABERDEEN BOULEVARD
ABERDEEN PROVING GROUND, MARYLAND 21005-5001

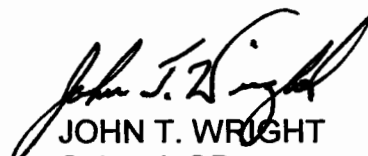
REPLY TO
ATTENTION OF

MEMORANDUM FOR SEE DISTRIBUTION

14 OCT 2004

SUBJECT: Disabled Veteran's Affirmative Action Plan (DVAAP) Policy

1. I reaffirm my commitment to equality for employment practices, and procedures. APG has established a written Affirmative Action Plan (AAP) and through the AAP it is my intent to provide equal opportunity in employment to all persons as provided in the equal employment opportunity policy. Mandated by Title 5 Code of Federal Regulations and Office of Personnel Management I have a responsibility to develop a plan that allows for the hiring, placement and advancement of disabled veterans. This policy hereby emphasizes the commitment to equal opportunities for veteran applicants with disabilities, and provides a program of affirmative action to ensure equal employment opportunity for such persons. This policy applies to all phases of the personnel process including recruitment, hiring, placement, promotion, demotion, transfer, training, compensation, all other employment terms, conditions and benefits, discipline and separation. This policy applies to all locations, directorates and unit organizations within the APG jurisdiction(s).
2. Personnel participate in the implementation of this policy in that, the APG Civilian Personnel Advisory Center provides an opportunity for presently employed disabled veterans to self identify themselves. Also, applicants for employment are advised of this AAP policy and are invited to identify disability conditions if desired. Veterans are identified by reference to military service dates on the Employee Self-Identification forms. Additionally, the disabled veteran employee has the opportunity to identify his/her veteran status at the discretion of the employee each year. Furthermore, through the Equal Employment Opportunity (EEO) Office grievance procedures, consideration will be given to the complaint(s) of any person who feels that he/she has been discriminated against on the basis of disability or disabled veteran status.
3. Responsibility for implementation and compliance of this policy is management and the APG EEO Officer.


JOHN T. WRIGHT
Colonel, OD
Commanding

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I. RECRUITMENT AND EMPLOYMENT METHODS

A. Policy

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- g. **Briefings.** CPAC personnel participate in separation briefings for separating soldiers, including pre-retirement briefings, providing information on federal employment opportunities and application procedures for veterans. EEO/CPAC staff works with managers and supervisors to target hiring where low representation of disabled veterans is identified.
- h. **Delegated Examination Authority.** CPAC and Civilian Personnel Operation Centers (CPOC) ensure that disabled veterans are entered into the referral system and referred for available vacancies.

II. METHODS USED TO PROVIDE OR IMPROVE INTERNAL ADVANCEMENT OPPORTUNITIES FOR DISABLED VETERANS.

- a. Merit promotion, upward mobility, and intern vacancy announcements are open to all sources and announced on the Army Civilian Personnel On-Line (CPOL) website, including Army-wide regions worldwide, on a weekly basis. In addition, AMC vacancy announcements are also posted at the OPM website at www.usajobs.opm.gov
- b. At APG physical and architectural barriers are identified through facility accessibility surveys conducted BI-annually, and are modified or removed. Some modifications facilitate wheelchair entry, to include use of training facilities, rest rooms, etc.
- c. Disabled Veterans, as well as all employees are encouraged to participate in available training, which include in-house training, and college courses.
- d. Supervisors and managers are apprised of affirmative action goals, the need to enhance advancement and training opportunities for individuals with disabilities and disabled veterans, and the special appointment authority criteria available for hiring individuals with disabilities. This information is provided through EEO and supervisory training. Managers and supervisors are informed when disabled veterans and employees with disabilities have applied for a particular vacancy.
- e. Commanders/Directors issue statements in support of disabilities programs and encourage supervisors and managers to provide advancement opportunities for individuals with disabilities and disabled veterans. Policy statements are distributed throughout the organization and posted on official bulletin boards.

**VETERANS' AFFIRMATIVE
ACTION PROGRAM PLAN ACCOMPLISHMENT
REPORT - FY 2004**

ARMY PROGRESS IN DVAAP IMPLEMENTATION

Analysis of Permanent Workforce: APG- WORKFORCE (5836) AS OF 6 SEPT 04

Categories	Total	GS/GM	GS/GM 13+	Wage System
Disabled Veterans FY-03	317	229/1	37/1	50
% Representation-	5.29%	3.84%	0.63%	0.83%
Population Change FY-04	301	215	44	42
% Population Change *	5.16%	3.68%	0.75%	0.72%

Categories	Professional	Admin.	Technical	Clerical	Other W/C
Disabled Veterans FY-03	46	122	60	15	24 / 50 (BC)
% Representation	0.76%	2.03%	1.0%	0.25%	0.40% / 0.83%
Population Change FY-04	44	119	61	12	23/ 42
% Population Change	0.75%	2.04%	1.05%	0.21%	0.39%/ 0.72%

Categories	Total	30% DV GS/GM	30% DV GS/GM 13+	30% DV Wage System
30% DV-FY-03	29	0	0	29
Representation	0.48%			0.48%
FY 04-Population Change	38%	0	13	25
% Population Change*	0.65%	0	0.22%	0.43%

* Divide population change, +/-, by the total within that category. Resulting % may be a +/-

**ANNUAL DISABLED VETERANS AFFIRMATIVE ACTION PROGRAM
(DVAAP)
PLAN CERTIFICATION – FISCAL YEAR 2004**

IDENTIFICATION INFORMATION:

- A. Name and Address of Organization:
United States Army Garrison
Equal Employment Opportunity Office
2201 Aberdeen Boulevard, Building 2043
- B. Name and Title of Designated DVAAP Official
James Rivera
Equal Employment Opportunity Officer
Phone 41- 278-1161 Fax 410 278-1212
- C. Name and Title of Contact Person
Kathleen Crosby
Equal Employment Opportunity Specialist
Special Emphasis Program Manager
Phone 410 278-1137

CERTIFICATION: I certify that USAG Aberdeen Proving Ground: (1) has a current DISABLED VETERANS AFFIRMATIVE ACTION PROGRAM (DVAAP) and is being implemented as required by 38 U.S.C. 4214, as amended, and appropriate regulations and guidance issued by the U.S. Office of Personnel Management; (2) that all field offices or installations having less than 500 employees are covered by a DVAAP plan; (3) that all field offices or installations having 500 or more employees are covered either by this plan or by a local plan; and (4) that such plans are available upon request from field offices or installations.

SIGNATURE  Date 13 OCT 2004
JOHN T. WRIGHT, COL, OD COMMANDING